



Temple Rodef Shalom

# RENTAL INFORMATION BOOKLET



Temple Rodef Shalom  
2100 Westmoreland Street  
Falls Church, VA 22043  
(703) 532-2217  
(703) 536-0754 (fax)

*October 2011*

*The culture of Temple Rodef Shalom is to celebrate simchas with tasteful, thoughtful celebrations. We envision events in our Social Hall to be held in the spirit of the meaningful life cycle events that they are. All events that are held in the sacred space of our Temple building should be appropriate to those surroundings. More elaborate, extravagant events may be better suited to a more secular environment.*

## **TEMPLE RODEF SHALOM** **FACILITY RENTAL POLICY STATEMENT**

### **A. Temple Sponsored Events**

Temple Rodef Shalom ("Temple") has the exclusive right to reserve any space at any time for religious, community, social, or fundraising events. A calendar of future events will be maintained by the Temple as far in advance as possible. This category includes the Temple, Religious School, Nursery School, Temple-sponsored organizations (Men of TRS/ Sisterhood/Youth Group), and appointed or constitutionally required committees.

### **Bar/Bat Mitzvah Families Use of Social Hall /Lobby Spaces**

Reservation requests will not be accepted prior to the official Temple notification of Bar/Bat Mitzvah date. All reservations will be accepted on a "first come/first served" basis using the Room Rental Reservation Request form posted on the TRS website. Families may not reserve more than one room at the Temple until the partner family has declined use of the facilities (with the exception of a Friday Shabbat dinner). In addition, in a weekend with both a Shacharit (morning) and Mincha (afternoon) service, the morning family may not reserve a room for an evening event until the Mincha families have declined use of the facilities for an evening event following their service.

**Reservations will only be confirmed and placed on the calendar once the damage deposit, half of the rental fee and signed rental agreement have been received.**

### **B. Outside Public/Community Usage**

Use of the facility will be at the discretion of the Executive Director and subject to the approval of the President of the Temple, after consultation with the Senior Rabbi and be subject to the current Temple rental terms and conditions. Reservation requests from outside public or community groups will be accepted up to twelve (12) months in advance of an event date. No Outside Public/Community Usage reservation will be accepted earlier than twelve (12) months before an event date unless authorized on a case by case basis by the Temple Executive Board.

### **C. CONFIRMATION OF RESERVATION**

Upon confirmation by the Temple of the available date, a completed rental agreement form, and a deposit equal to fifty (50%) of the rental fee must be paid, as well as the damage protection deposit. The remaining balance is due to the Temple no later than thirty (30) days prior to the event. In the event the advance deposit, damage protection deposit, or other fees are not paid, the Temple may, at its sole discretion, cancel the reservation.

## **Social Hall Rental, Damage Deposit, Security and Other Service Fees**

The Temple will charge Social Hall Rental Fees, Damage Deposit, and Other Fees in accordance with the attached Schedule "A." All fees and deposits are subject to approval by the Temple Board of Directors.

### **Damage Protection Deposit**

There will be a refundable damage deposit in accordance with Schedule "A". A refund will be subject to a damage inspection as determined by the Temple. Major damage repair of the building or replacement of damaged items or equipment beyond the damage deposit amount will be the sole responsibility of the Congregant renting the space.

### **D. CANCELLATION AND REFUNDS**

Cancellation of booking at any time after confirmation of reservation has been issued may result in full or partial forfeiture of the advance deposit. All requests must be in writing and mailed or faxed to the Temple. The following refund schedule will apply:

1. If cancellation occurs more than twenty-four (24) months prior to the scheduled event date, a full refund of the advanced deposit, less a processing charge of \$25.
2. If cancellation occurs between than twenty-three (23) months and thirteen (13) months prior to the scheduled event date, a 75 percent refund of the advanced deposit, less a processing charge of \$25.
3. If cancellation occurs between twelve (12) and three (3) months, prior to the scheduled event date, a 50 percent refund of the advanced deposit, less a processing charge of \$25.
4. If cancellation occurs less than three (3) months of event date, no refund.

The Temple reserves the right to cancel any rental at any time if there is a conflict with a Temple event.

### **E. CATERER RESPONSIBILITIES**

#### **Responsibilities of the Caterer**

At least one (1) week prior to the event, the caterer must provide an inventory list of what they will be using from the Temple including the complete number of tables, specifying type and size, total number of chairs, and any other equipment that they will be using from the Temple. This set-up list should be faxed to 703-536-0754. (Please see 'Rental Details' page for a detailed inventory of what the Temple can provide). The Temple will provide the requested items, but it is the responsibility of the caterer to set them up in the rented space as well as take them down. The caterer must provide all labor associated with setup, serving, clearing, cleanup and dish washing. The caterer is responsible for removing all trash to the dumpster. The kitchen and rented space must be left in a clean and orderly condition.

Major repair of the kitchen or replacement of damaged items or kitchen equipment beyond the damage deposit amount will be the sole responsibility of the Congregant renting the space. A cleaning fee will be charged to the caterer directly if the kitchen or rental space is not adequately cleaned after the event.

## Rental Details

### Tables

4' rectangle= 4  
6' rectangle= 14  
8' rectangle= 30  
  
4' square card table= 6  
4' round= 6 (seats 6)  
space)  
5' round= 27 (seats 8-10)  
  
6' round= 4 (seats 12)

### Dimensions of rooms

Social Hall= 56'x89'; 21' high  
Wings= 30'x32'  
Grand Hall= 13'x106' (useable  
space)  
Grand Foyer= 24'x68'  
Adult Lounge= 15'x25' (useable  
space)  
Elevator= 3'x7' (use pads for  
delivery)  
School Lobby= 35'x54'  
Library Terrace= 20'x22'  
Social Hall Terrace= 14'x39'

### Miscellaneous Items available for use

Chairs= 1,000  
Hand Held Microphone  
Easels (per availability)  
Piano (Grand in Social Hall)  
2 Stationary chairs with arms for lifting

Projector and screen (\$75 additional usage fee). *Please note that an appointment to learn how to use the equipment is required.*

**Please note that the Temple no longer rents stage pieces.**

**Under no circumstances may furniture, decorative objects, or any items from other areas of the Temple be moved to the rental area for use during private functions.**

## **REGULATIONS GOVERNING THE USE OF BUILDING FACILITIES**

In endeavoring to serve both Congregational needs and community organizations that desire to use the facilities of the Temple for their functions, the Board of Directors has set forth the following regulations in order to efficiently operate its building, to protect Temple property, to conform with federal, state and county safety regulations and codes and to avoid conflict with its own activities and programs.

### **Facility Rental Policy**

1. Only (1) members of TRS and (2) those other organizations whose purposes are of communal, philanthropic, or non-profit nature as approved by TRS Executive Committee shall be eligible for use of Temple facilities.
2. Anyone using the facilities is required to comply with the *Temple Rodef Shalom Facility Rental Policy Statement*
3. No function can have a greater number of participants than approved under the fire regulations of the County or that constitutes a danger. (Social Hall= 731, Wings=144, Sanctuary= 360)- this is not seating capacity.

### **Sanctuary Use and Clergy Participation**

4. Use of the sanctuary for any occasion by a congregant, non-member or outside organization must be approved by the Senior Rabbi or a designate prior to submission of the request.
5. Outside Clergy - The participation of an outside Rabbi, Cantor or clergyperson in any capacity must have the approval of the Senior Rabbi or a designate prior to submission of the request.
6. Funerals - Funerals may be held in the sanctuary for members of the Congregation and their immediate families (including parents, children and spouse). Funeral services may be videotaped at the request of the family.
7. Weddings - Weddings conducted by the Temple's Clergy may be held in the sanctuary for members of the Congregation and their immediate families. Wedding ceremonies may be videotaped at the request of the family.

### **Smoking**

8. The Temple is a smoke free building.

### **Music and Dancing**

9. Music Volume - The music volume must be kept to a reasonable level during the entire function (inside temple only-not on terraces). Any issues with respect to noise ordinance are the responsibility of the signatory of the rental agreement.
10. Music, Orchestras and/or Instrumentalists - Contract music vendor or musicians who play under

contract or other arrangements are also bound by the terms of this regulation. Responsibility for enforcement of the terms of this agreement resides with the signatory.

### **Alcoholic Beverages**

11. Alcoholic beverages may be served ONLY as part of a meal or function. Any and all governmental permits, rules, regulations and laws that pertain to the use of alcoholic beverages within TRS are the sole responsibility of the signatory. Under no circumstances can alcohol be served to minors.
12. Signatory must ensure that efforts are made to encourage individuals who have consumed alcohol to participate in a safe transportation program including, but not limited to, designated drivers. Safe transportation programs should include such options as designated drivers, serving of non-alcoholic drinks to designated drivers, taxi services, or calls to police if an intoxicated participant insists on driving home.

### **Food**

13. Shellfish or pork products of any type may not be prepared or served on the premises of TRS. During Passover, no leavened or other prohibited foods may be served.
14. **Kitchen** - Arrangements for the use of the kitchen may be subject to the sharing of the facility, if other Congregational activities are taking place at the same time. The Congregation does not provide any catering service. All food services will be under the control of the signatory. The signatory (or contracted caterer) must provide all labor associated with setup, serving, clearing, cleanup and dish washing. The kitchen must be left in a clean and orderly condition. The Temple's custodian is responsible for completing a facility use checkout form with the caterers prior to the caterer's leaving the premises. The caterer will be responsible for any missing or damaged equipment. The signatory and contracted caterer will be responsible for adhering to the *Temple Rodef Shalom Procedures for Using Kitchen*
15. **Caterer** – Caterers must have a current certificate of adequate liability insurance on file at the Temple. The caterer must comply with the rules of the Temple.

### **Facility Restrictions**

16. All exit doors must be left free and unobstructed. No tables, decorations or plants shall be placed in front of any door or exit.
17. Stage pieces and outside lighting equipment are not permitted without the prior approval of the Executive Director. If access to the lighting panel is needed, the signatory will bear the cost of the Temple electrician's hourly rate for his services.
18. No decorations may be used which require pasting or fastening on or to walls or doors, floors or ceiling by any means such as cellophane, duct or masking tapes, stickers, tacks, etc. Draping of windows is not permitted. No displays may be arranged without first obtaining the approval of the Executive Director.
19. Under no circumstances may furniture, decorative objects, or any items from other areas of the Temple be moved to the rental area for use during private functions.

20. Lit candles are permitted only when enclosed in glass votives or hurricanes. No lighted candles are permitted as a wedding decoration in the sanctuary.
21. Permission to bring in special equipment for any function must be arranged through the Temple office and such equipment must be removed immediately after the function. Wine, bottled beverages, and nonperishable items such as favors may be delivered the Friday before the event before 3 pm and put in storage for the next day's use. All boxes must be marked with the last name of the congregant. There is no access to refrigerator or freezer space until the rental period begins.
22. In order to prevent injury or undue cost to the Temple, no rice or rose petals, confetti, sparkles, glitter, Mylar pieces, sand, unwrapped candy, powder, or any other substance on floors are permitted anywhere on the premises. Rose petals **can be thrown outside** after the wedding.
23. No equipment of the Congregation is to be loaned out or removed from the building at any time by any individual or organization without permission of the Executive Director.
24. The signatory must ensure that all patrons behave in a safe and responsible manner.
25. Guests will not be allowed to roam freely outside the rented area.
26. The premises must be vacated by **midnight** unless other arrangements have been approved in advance.

### **Other Considerations**

27. Applicant is expected to comply with Temple Rodef Shalom's policies, rules and regulations.
28. Applicant is expected to remain current in all financial obligations to the Temple and pay all fees and deposits within the prescribed time frames.
29. Applicant is expected to maintain proper decorum and to assure that a reasonable standard of behavior is maintained by all persons and organizations using the Temple's premises while in or about the building or its adjacent areas.
30. Applicant is expected to comply with any and all county ordinances or state law in or about the premises.
31. Applicant is expected to not sub-let or rent the premises or any part thereof, or assign this application and agreement without the expressed written consent of the Temple.
32. Applicant is expected to be fully responsible for any and all damages to Temple property caused by applicant or applicant's guests or agents during the function or preparation or cleanup thereto.
33. Applicant agrees that the Temple assumes no responsibility for loss or damage to personal property brought upon the premises, including motor vehicles, and that such personal property brought or left on the premises shall be at the owner's risk. Any personal property brought upon the premises will be removed within five (5) days after the use of the Temple facilities.

## Schedule "A"

### Temple Rodef Shalom Facility Rental and Fee Schedule

Rental rates and fees are subject to change as necessary.

**A full service caterer is required for all events.**

Fees are as follows:

<b><u>Kiddush (6 hours total time- 9am-3pm) \$450</u></b> Stand-up event with buffet table (standard set-up). Maximum 4 round tables & chairs. The kitchen is not available for this option. No music permitted. Location: School Lobby. <b>Maximum guests: 80.</b>
<b><u>Luncheon (7 hours total time-9am-4pm) \$950</u></b> Sit-Down Use of table & chairs. Location: Social Hall (includes use of Grand Hall from restroom area to Social Hall Terrace). <b>Guests must leave by 3 pm to ensure time for clean up and take down. Maximum guests: 180.</b>
<b><u>Evening Event (8 hours total time 4pm-midnight) \$1100</u></b> Use of table & chairs. Location: Social Hall (includes use of Grand Hall from restroom area to Social Hall Terrace). <b>Guests must leave by 11 pm to ensure time for clean up and take down. Maximum guests: 180.</b>
<b><u>Shabbat Dinner (3 hours total time 4pm-7pm or 5pm-8 pm) \$300</u></b> Location: Wing. <b>Maximum guests: 40.</b>
<b><u>Bris or Baby Naming (3 hours time in total) \$200</u></b> Location: Wing. <b>Maximum guests: 40.</b>
<b><u>Mourner's Meal \$400</u></b> Location: Social Hall. <b>Maximum guests: 180.</b>

**Room Damage Protection Deposit:**

Refundable deposit - \$400

**Processing Charge:**

Processing Charge for Cancellation and Refunds - \$25

**Additional Facility Usage Fees:**

Scheduled Facility Usage Overtime: \$150 per hour

Unscheduled Facility Usage Overtime: \$300 per hour

## **TEMPLE RODEF SHALOM SISTERHOOD**

2100 Westmoreland Street  
Falls Church, Virginia 22042

Mazel Tov on your upcoming simcha!

As you consider using the Temple Social Hall for your upcoming event, we wanted to let you know that Sisterhood owns Royal Doulton china as well as glassware and flatware that may be used for your party. We work directly with your caterer, rent to them and use the income annually as part of our donations to the temple and other worthwhile charities both in the community and in the Reform movement.

If you are interested in investigating this option, please contact one of the Sisterhood co-chairs or talk to your caterer.

Sincerely, on behalf of Temple Rodef Shalom Sisterhood

Su Hale  
Co-chair  
703 560-7712

Vicki Nelson  
Co-chair  
703 255-1312